

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Vice Mayor Rose Herrera
District 8

SUBJECT: SEE BELOW

DATE: January 23, 2015

APPROVED:

Rose Herrera

1/23/15

**SUBJECT: APPROVAL OF VICE MAYOR RECEPTION SPONSORED BY COUNCIL
DISTRICT 8 AS A CITY COUNCIL SPONSORED SPECIAL EVENT TO
EXPEND CITY FUNDS AND ACCEPT DONATIONS OF MATERIALS
AND SERVICES FOR THE EVENT**

RECOMMENDATION

1. Approve the Vice Mayor Reception scheduled on January 29, 2015 as a City Council sponsored Special Event and approve the expenditure of funds.
2. Approve and accept donations from various individuals, businesses or community groups to support the event.
3. Place the item on the February 10, 2015 Council Agenda for action.

BACKGROUND

On February 1, 2005, the City Council adopted Resolution 72517 which requires Councilmembers to submit a memorandum to the Rules Committee regarding proposed City Council sponsored Special Events and the proposed use of any funds in Special Event Accounts.

The Vice Mayor Reception will be held on January 29, 2015 at the San José City Hall Rotunda and sponsored by Vice Mayor Rose Herrera. This special event will include the swearing in of Rose Herrera as Vice Mayor, as well as a special reception for the Boys & Girls Club.

ANALYSIS

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. In observance of existing fundraising disclosure requirements, Vice Mayor Herrera will report any cash or in-kind donations received for the event on their Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District 8, City departments and the Office of the City Clerk to proceed with the

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event. Any cash donations received will be processed pursuant to the City's normal financial and budgetary procedures.

EVALUATION AND FOLLOW-UP

Vice Mayor Herrera will issue an information memo detailing the results of the event.

PUBLIC OUTREACH/INTEREST

The Office of the City Clerk will post the item on the City's Website for the January 28, 2015 Rules Committee Agenda and the February 10, 2015 City Council Agenda.

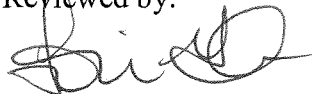
COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the City Clerk's Office.

CEQA

Not a project.

Reviewed by:



TONI J. TABER, CMC
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.